

Message

From: Cogliano, Vincent [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=51F2736376AC4D32BAD2FE7CFEF2886B-COGLIANO, VINCENT]
Sent: 11/18/2015 8:01:41 PM
To: Birchfield, Norman [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=c910f2fd28414e819b6afe6dda525e9f-Birchfield, Norman]
Subject: Re: Reminder: Briefing Materials for Dr. Burke: 11.19-26.2015

Thanks! I didn't see them on my iPhone calendar entry. Will be an interesting set of meetings.

On Nov 18, 2015, at 14:02, Birchfield, Norman <Birchfield.Norman@epa.gov> wrote:

I think they already were added at my request. I also added Lynn Flowers and Ken Olden.

From: McQueen, Jacqueline
Sent: Wednesday, November 18, 2015 12:29 PM
To: Cogliano, Vincent <cogliano.vincent@epa.gov>
Cc: Birchfield, Norman <Birchfield.Norman@epa.gov>
Subject: RE: Reminder: Briefing Materials for Dr. Burke: 11.19-26.2015

Will do

From: Cogliano, Vincent
Sent: Wednesday, November 18, 2015 12:29 PM
To: McQueen, Jacqueline <McQueen.Jacqueline@epa.gov>
Cc: Birchfield, Norman <Birchfield.Norman@epa.gov>
Subject: Re: Reminder: Briefing Materials for Dr. Burke: 11.19-26.2015

Please invite Glinda Cooper and Paul White to next week's meeting.

On Nov 18, 2015, at 10:06, McQueen, Jacqueline <McQueen.Jacqueline@epa.gov> wrote:

Just letting you know that we are being reminded already to get materials on glyphosate to the IOAA soon, thanks.

Jackie

From: Smith, Kelley
Sent: Wednesday, November 18, 2015 10:02 AM
To: Osaka, Anna <Osaka.Anna@epa.gov>; Sinks, Tom <Sinks.Tom@epa.gov>; Hauchman, Fred <hauchman.fred@epa.gov>; Deener, Kathleen <Deener.Kathleen@epa.gov>; Piantanida, David <Piantanida.David@epa.gov>; Plotkin, Viktoriya <Plotkin.Viktoriya@epa.gov>; Benforado, Jay <Benforado.Jay@epa.gov>; Blackburn, Elizabeth <Blackburn.Elizabeth@epa.gov>; Hill, Teresa <Hill.Teresa@epa.gov>; Walters, Brandon <Walters.Brandon@epa.gov>; Mojica, Andrea <Mojica.andrea@epa.gov>; Frithsen, Jeff <Frithsen.Jeff@epa.gov>; Gwinn, Maureen <gwinn.maureen@epa.gov>; Fegley, Robert <Fegley.Robert@epa.gov>; McQueen, Jacqueline <McQueen.Jacqueline@epa.gov>
Cc: Gentry, Nathan <Gentry.Nathan@epa.gov>; Corona, Elizabeth <Corona.Elizabeth@epa.gov>
Subject: Reminder: Briefing Materials for Dr. Burke: 11.19-26.2015

Good Morning,

Please provide the briefing materials noted below to Kelley Smith, Nathan Gentry, and Brendon Walters (Smith.Kelley@epa.gov; Walters.Brendon@epa.gov; Gentry.Nathan@epa.gov;) by 3:00 PM two business days prior your meeting/event with Dr. Burke. If materials are not received by 3:00 PM two business days prior to the meeting/event, it may be rescheduled or canceled.

Note: Dr. Burke is on travel to RTP from November 16th – the 18th.

Briefing Materials Tracker				
Meeting Date	Title	POC for Materials	Notes	Materials Received
11.19.2015	Daily Check in	Kelley Smith	Scheduling Planner Calendar and invite tracker with associated active invitations	11.17.2015 & 11.18.2015
11.19.2015	Weekly Check in with Chief of Staff	Liz Blackburn via Anna Osaka	Agenda and any other supporting briefing materials	
11.19.2015	Weekly General Burke/Sinks	Tom Sinks	Agenda and any other supporting briefing materials	
11.19.2015	Artificial Turf/Tire Crumb Action Plan Mtg	Fred Hauchman/Kacee Deener	Materials on hand from recent meeting.	10.5.2015
11.20.2015	Animus Watershed Plan	Nitin via Teresa Hill - OSWER	Agenda and any other supporting briefing materials	
11.23.2015	Lean Initiative Meeting with ORD (Administrator McCarthy)	Chris Robbins via David Piantanida and Viktoriya Plotkin	Briefing Materials received from Matt Fritz. Will ORD have any additional materials?	11.17.2015
11.23.2015	General Discussion Burke/Benforado	Jay Benforado / Liz Blackburn	Agenda and any other supporting briefing materials	
11.23.2015	Monday Executive Council Meeting	Anna Osaka, Viktoriya Plotkin, and Brendon Walters	Agenda and any other supporting briefing materials	
11.23.2015	Risk Assessment Update ORD/OCSP	Louis D'Amico and Vincent Cogliano	Memo regarding IRIS Formaldehyde Assessment Received	11.5.2015
11.24.2015	Meeting Re: Pesticide Issues (Administrator McCarthy)	Andrea Mojica (OCSP) and Kacee Deener	Agenda and any other supporting briefing materials	
11.24.2015	Bi-weekly HF Check In	Jeff Frithsen	Agenda and any other supporting briefing materials	
11.24.2015	General	Liz Blackburn via Anna Osaka	Agenda and any other supporting briefing materials	
11.24.2015	Weekly General Burke/Sinks	Tom Sinks	Agenda and any other supporting briefing materials	
11.24.2015	Pre-brief of OSWER Program Mtg	Maureen Gwinn and Viktoriya Plotkin	Agenda and any other supporting briefing materials	

11.24.2015	Glyphosate HHRA	Fred Hauchman, Robert Fegley, and Jacqueline McQueen	Agenda and any other supporting briefing materials	
11.25.2015	TBD		No Materials needed at this time	